



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

August 18, 2009

Joel Ayala, President & CEO
California Hispanic Chambers of Commerce
770 L Street, Suite 990
Sacramento, CA 95814

Dear Mr. Ayala:

RE: FINAL MONITORING VISIT REPORT for California Hispanic Chambers of Commerce
ET08-0111

Date of the Visit:	7/29/09
Beginning/Ending Time:	12:30 p.m. – 3:00 p.m.
Date of Last Visit:	1/17/09
Visit Location:	Santa Ana
Persons in attendance:	Joel Ayala, President, CA Hispanic Chambers of Commerce Juan Gallegos, CA Hispanic Chambers of Commerce Gilberto Pelaez, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	7/16/07 – 7/15/09	Agreement Amount:	\$49,350
Training Start Date:	9/06/08	No. to Retain:	150
Date Training must be Completed:	4/16/09	Range of Hours:	8 - 60
Type of Trainee:	Retrainee	Weighted Ave. Hours:	16

FINAL REPORT SUMMARY:

• HISTORY OF AGREEMENT CHANGES

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

The Agreement was executed on 3/14/08 and training began on 9/06/08. You reported that all training was completed on 4/11/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement on 7/15/09.

ETP approved one Agreement Amendment on 12/11/08, to revise the term end date of the Agreement from 7/15/08 to 7/15/09. This revision added 12 months to the contract to allow more time for CA Hispanic Chamber of Commerce to meet the Agreement requirements.

You indicated that the delay in starting training was because the subcontractor hired to provide the training closed its training division and it took several months to identify another subcontractor to deploy the curriculum approved by ETP. You also reported that a total of 75 retrainees completed training. However, a review of ETP tracking data indicated that only 40 trainees have been enrolled; and only 39 completed the required minimum (8) training hours. According to information provided by Mr. Gallegos on 8/14/09, there are 25 trainees who have not been enrolled because they do not have a California Employer Account Number (CEAN) or you have not been able to obtain the CEAN from the individuals in question.

According to ETP regulations (4409, Special Employment Training Projects) the owner(s) who participated in this Entrepreneurial Training must be a registered California Employer with the Employment Development Department (EDD) and be currently subject to the UI tax on behalf of the business' employees. Thus, trainees including the owner(s) who received training under this Agreement but their business is not a registered California employer with EDD and not currently subject to the UI tax are not eligible for reimbursement. Based on the 39 trainees who completed the minimum (8) hours of training, if all requirements are met, the CA Hispanic Chambers of Commerce would earn approximately \$18,458 (37%) of the \$49,350 approved for this Agreement.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training (in Reten.)	Number of Trainees Completed Retention
1	150	40	0	39	39	39
Totals:	150	40	0	39	39	39

Contractor's data is in conformance with the Contract Status Report.

ATTENDANCE ROSTERS:

To verify the provision of training, the Analyst review all attendance rosters. With the exception of a couple of rosters that did not have the trainer(s) signature, all records met agreement requirements.

It is your responsibility to ensure that all training records comply with panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

AUDIT:

California Hispanic Chambers of Commerce will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact your Monitoring Analyst within ten working days at (818) 755-1323 or gpelaez@etp.ca.gov if you have any questions or comments.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Gilberto Pelaez, Contract Analyst
North Hollywood Regional Office

cc: David Guzman, Chief, ETP Audit & Programs Operations Division
Kulbir Mayall, Manager, Fiscal and Certification Unit
Master File
Project File

Date report mailed to Contractor 8/18/09